



*CITY OF
MINNEAPOLIS, MN
IS SEEKING
EXPERIENCED
EXECUTIVES FOR
DEPUTY DIRECTOR OF PUBLIC WORKS—
TRANSPORTATION COORDINATION
AND TRAFFIC DIVISION DIRECTOR*



THE COMMUNITY

Minneapolis is Minnesota's largest city (population 382,619) and the heart of cultural and economic activity for the Upper Midwest. The Minneapolis metropolitan area—the Twin Cities—is the 14th largest in the country. Named one of the nation's safest cities, Minneapolis was ranked by *Money* magazine as the best large midwestern city in which to live in 1998 and was recently honored as the country's fourth best city for women by *Ladies Home Journal* magazine.

Minneapolis is renowned for blending the best of urban life with family-oriented residential neighborhoods and a quality of life found in small towns. Often called the City of Lakes, Minneapolis features 22 lakes and 170 parks. With the Mississippi River winding through the City, Minneapolis has breathtaking natural beauty. Early in the City's development, the land around five large lakes was dedicated to the public as parkland. With one acre of parkland for every 57 residents, outdoor recreation is an important part of life.

The Twin Cities is second only to New York in per capita attendance at theater and arts events. Minneapolis alone has more than 30 theaters, with two of the country's most recognized—the Guthrie Theater and the Children's Theatre Company. The City also boasts two world-class art museums, the Minneapolis Institute of Art and the Walker Art Center, and is home to the internationally acclaimed Minnesota Orchestra.

Minneapolis is known for professional sports and is home to the Minnesota Vikings, Minnesota Twins, and Minnesota Timberwolves. Residents not only watch sports but participate as well, whether it's golfing, jogging, or in-line skating in the summer or ice skating, skiing, or ice sailing during the winter.

More than 123,000 people work in downtown Minneapolis, a mecca of skyscrapers, theaters, shopping and dining, and historical districts. The retail heart of the City is Nicollet Mall—a 12 block long shopping area closed to traffic and flanked by some of the nation's finest department stores and specialty shops. The Twin Cities is home to 15 Fortune 500 companies (more per capita than any other U.S. city). Historic companies like 3M and General Mills join other locally run giants like Target Corporation, SuperValu, and Carlson Companies to create a diverse business environment.

For more information on the Minneapolis community, visit the City web site at www.ci.minneapolis.mn.us or the Greater Minneapolis Convention and Visitors Association site at www.minneapolis.org.

CITY GOVERNMENT

Minneapolis is a municipal corporation governed by a mayor-council form of government. The Mayor and 13 full-time City Council members from individual wards are elected for concurrent four-year terms. The Mayor and City Council are jointly responsible for adopting an annual budget and a five-year capital improvement program. Mayor R.T. Rybak took office in 2002; the next general election will be in 2005. Paul Ostrow has served as City Council president since January 2002. The City Council is organized into committees, including the Transportation and Public Works Committee, chaired by Council member Sandra Colvin Roy. Minneapolis city government has more than 5,000 employees and an annual budget of \$1.2 billion.

The Deputy Director of Public Works—Transportation Coordination and the Traffic Division Director are appointed by the Director of Public Works, Klara A. Fabry.

THE PUBLIC WORKS DEPARTMENT

The Department has a staff of about 1,300 and a fiscal year 2004 annual budget of \$349 million. Department employees design, build, and maintain the public infrastructure of the city—the basic services that support a high-quality urban environment and quality of life in Minneapolis. Most DPW employees are members of labor unions and are represented by 14 different bargaining units.

The Transportation Program consists of two divisions: Traffic, and Construction and Maintenance Services each managed by a division director. The two divisions have over 700 employees and an annual budget of \$168 million.

PRIORITIES FOR THE TRANSPORTATION PROGRAM

Infrastructure Gap

A key challenge for the new Deputy Director and Division Director will be the development of a long-term sustainable funding source for transportation programs to address the reductions in the general fund. Also another key challenge is to develop a strategic plan to address the increased maintenance gaps due to funding reductions in streets, alleys, retaining walls, bridges, traffic signals, streetlights, and traffic signs.

Performance Measures

The Public Works Department is undergoing a business planning process designed to help the department become more

accountable for results, align department activities with city goals, and enhance relationships with the citizens of Minneapolis. The Plan includes a series of quantitative performance measures to assess citizen satisfaction with City services. In Public Works, these measures include street condition and cleanliness, snowplowing, and garbage collection. The challenge for the Department is to continue to develop and refine meaningful measures, and improve performance.

Collaborative Partnerships with Stakeholders

The Transportation Department must establish and maintain cooperative relationships with a wide range of stakeholder groups. These relationships are particularly critical in Minneapolis because of the diffused decision-making process in the City and the high degree of citizen involvement. Key stakeholder groups include elected officials, public labor unions, city agencies (including the Park and Recreation Board and the Library Board), the community, regional government organizations, and state government.

Alternative Transportation

The Hiawatha Light Rail Transit (LRT) route is the first LRT line planned for the Twin Cities metropolitan area. The 11.6-mile route will run along Hiawatha Avenue and along 5th Street in downtown Minneapolis. The line will include 17 stations and link downtown Minneapolis, the Minneapolis/St. Paul Regional Airport, and the Mall of America, three of the largest economic and job centers in the region. There will be four stations in downtown Minneapolis and six stations in Minneapolis neighborhoods. The City of Minneapolis is a key partner in this \$675 million regional transportation system, scheduled to begin operation in early 2004 in conjunction with the downtown circulator program.

DEPUTY DIRECTOR OF PUBLIC WORKS—TRANSPORTATION COORDINATION

The ideal candidate will support the Public Works Director in managing a large, complex organization and implementing the City's transportation vision. The new Deputy Director will have broad experience in the field of transportation, including efficient service delivery, project design and management, customer relations, intergovernmental relations, and managing diverse workforces. The Deputy Director must be able to create a strategic vision for the Transportation Department, build a consensus for change around that vision, and implement a strategy to achieve the transportation vision, and measure progress and success. He or she must be skilled in building strong relationships with a wide range of stakeholders including elected officials, department managers and employees, employee unions, the community, and state and regional agencies.

The Deputy Director of Public Works—Transportation Coordination must have a Civil engineering degree, registration/eligible for reciprocity as a Professional Engineer in MN and/or a Masters Degree in Urban Planning or equivalent, with ten years of transportation experience (including at least four years of management experience).

Personal characteristics and management style

- Experienced manager and engineer in the field of transportation
- Strategic thinker and planner
- Champion and leader of change who is comfortable directing multiple, major and concurrent change initiatives; able to manage change from a vision to final execution
- Eager to tackle complex challenges, take risks and adopt innovative solutions
- Collaborative consensus builder who embraces citizen input, is a good listener and can identify common ground for change
- Focused on both internal and external customer service
- Able to work across department and agency lines to achieve goals
- Understands how to work in a complicated, political, and diffused decision-making structure
- Able to create and communicate a vision and build consensus to achieve that vision
- Able to hold subordinates accountable for success, based on quantifiable performance measures
- Knowledge of technology and management of major re-engineering initiatives
- Strong manager able to work across department and agency lines to achieve goals

COMPENSATION AND BENEFITS

The annual salary range for this position is \$106,050 to \$114,288. The City also provides an excellent package of benefits, including participation in the Minnesota Public Employees Retirement Association, relocation assistance (if necessary), city-paid parking, 20 days of vacation each year, and an initial bank of 30 days of paid sick leave.

TRAFFIC DIVISION DIRECTOR

The ideal candidate will have extensive experience in the management of transportation infrastructure in the area of traffic engineering and parking services. This position reporting to the Deputy Director of Public Works—Transportation Coordination will manage and coordinate traffic and parking operations throughout the city. The division has 98 employees plus 500 contract employees and a budget of \$48 million.

The Traffic Division Director will have a degree in Civil Engineering, registration/eligible for reciprocity as a Professional Engineer in MN and ten years experience in the field of transportation (including at least four years of supervisory or management experience). This is an appointed position.

Personal characteristics and management style

- Team builder
- Eager to tackle complex challenges, take risks and adopt innovative solutions
- Collaborative consensus builder who embraces citizen input, is a good listener and is able to identify common ground for change
- Focused on both internal and external customer service
- Able to work across department and agency lines to achieve goals
- Decisive but bases decisions on data
- Able to hold subordinates accountable for success, based on quantifiable performance measures
- Skilled financial and human resources manager
- Strong record of cooperative labor relations
- Committed to recruiting, developing and maintaining a highly-skilled and diverse workforce, at all levels

COMPENSATION AND BENEFITS

The annual salary range for this position is \$94,495 to \$104,442. The City also provides an excellent benefits package, including participation in the Minnesota Public Employee Retirement Association, relocation assistance (if necessary), city-paid parking, 20 days of vacation each year, and an initial bank of 30 days of paid sick leave.

APPLICATION AND SELECTION PROCESS

For more information about these opportunities or to apply, fax or email a cover letter describing your qualifications for the position and your current salary, résumé, and three work-related references by **November 14, 2003** to:



Human Resource Services

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Candidates will be screened in relation to the criteria outlined in this brochure, and we will offer preliminary interviews to qualified candidates. We will then refer the best-qualified candidates to the City. A final interview process designed and administered in cooperation with the City of Minneapolis will then be scheduled for selected candidates. For information on additional openings in the City of Minneapolis Department of Public Works visit their web site at www.ci.minneapolis.mn.us.